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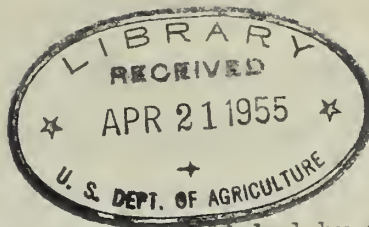


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3 MEMORANDUM, [2d]



The first work of the Division of Publications, established by the appointment of Geo. Wm. Hill of Minnesota under the Act of July 14, 1890, was to read copy for publications to be printed for the Dept. and to assign the printing fund to the several branches of the Department then existing. He at once originated and put into practice a systematic plan of supervising the printing and publication work and established an editorial division to review, edit and supervise the publication of books. The Division soon took over the distribution of Department publications and adopted a systematic supervision of the same. This supervision continues though the actual care of the books and mailing or other dispatch of them is in the hands of the Government Printing office. It also took charge of the making of illustrations and it directed and supervised all work in the branch printing office of the Department.

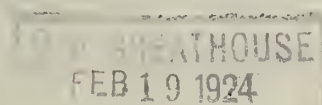
The first report of the Chief made in 1890 presented a list of all publications of the Dept. for the previous year and the number distributed. Every similar report in subsequent years contained such a list until 1912.

An early service of the Division was the promotion of the publication and distribution of the Farmers Bulletin series originated in 1889. Mr. Hill recognized the great value of this series and Secretary Rust insisted that these books must be easily understood by farmers generally. It has been an important part of the work of the Division to help make them so from the beginning.

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One of the principal books of the Department from its beginning has been the volume of annual reports and a chief duty of the Division from the first was the editing and handling of this volume. It presents each year the facts and discoveries of proved usefulness as begun by the agricultural ^{Section} value of the Patent Office report which was sent out when the work of caring for farm interests was a part of the Patent Office.

On January 12, 1895 a law was passed governing the federal printing. Under this law also the Chief of the Division planned ^{under direction of Asst Secy of Agriculture} and had published the first Yearbook, that for 1894. This added to the Farmers Bulletins and the several series of publications for the other branches of the department got out by the Division, a work of first class importance in the history of agriculture. The Yearbooks now numbering 29 have continued to be one of principal works issued by the Division. From the first they have had indexes prepared with unusual care by which the contents are easily reached in detail.

These indexes have been cumulated every five years and make easily accessible to all students of farming a great part of the record of farm progress in this country. Of this volume for many years half a million copies were distributed annually throughout the world and the distribution continues in the hundred thousands. In the succeeding years till 1912 a series of valuable bulletins was published as follows: No. 1, Index to Annual Reports of Dept. of Agriculture. No. 2, Synoptical Index of Reports of Statistician 1863 to 1894. No. 3, Historical Sketch of the Dept. of Agriculture Its Objects and Present Organization. No. 4, Index to Authors with Titles of their Publications Appearing in the Documents. No. 5, Index to literature Relating to Animal Industry in the Publications of Dept. of Agriculture. No. 6, List by Titles of Publications of Dept. of Agriculture 1840-1901. No. 7, Index to Yearbooks of U.S. Dept. of Agriculture 1894-1900. No. 8, Index to Farmers Bulletins Nos. 1-250.



No. 9, Index to Yearbooks of Dept. of Agriculture 1901-1905. No. 10, Index to Yearbooks of Dept. of Agriculture 1906-1910.

In 1892 a monthly list of publications was established and through its careful and systematic distribution to an average of more than 75,000 persons monthly the Department of Agriculture came to supply about one third of all the books sent out by the Government.

The Division for a number of years published frequently lists of publications available for free distribution and a list for sale by the Supt. of Documents. Also it issued annually a pamphlet showing the organization of the Department.

In a conference with the Chiefs of other Divisions Mr. Hill in 1899 established a series of publications for each branch of the Department which continued till 1913.

In 1905 the Indexing Section was established as a fifth branch of the Division organization. The others were Administrative, Editorial, Distribution and Illustrations. A collection of books of the Department, two each of all publications, which had already been begun was assigned to this section. This collection has since been reduced to one copy of each.

In the Illustration Section this Division introduced experimental work in making motion pictures and this has developed into a separate branch of the Department service.

It introduced and developed the use of duplicating by various processes for emergency form letters, etc., effecting large savings in expense.

It originated and printed maps of the United States by counties, now in general use throughout the country.

It introduced in 1917 the use of pictures on the title pages of Farmers Bulletins by which they were made attractive. This accorded with the growing use of pictures in periodicals.

